

Application Check List for Local Census Office Management Positions:

- ☐ Review and Read Complete Vacancy Announcement at <http://www.census.gov/rodal/www/emply.html>
- ☐ Submit a Complete Application. The Complete Application must be Received by the Deadline Date of the Vacancy Announcement.
Complete Application consists of:
- ☐ Resume **OR** Complete form OF-612, Optional Application for Federal Employment (must include vacancy announcement number, location and title of position)
 - ☐ Respond to each of the Evaluation Criteria within the Vacancy Announcement
 - ☐ Complete form OF-306, Declaration for Federal Employment
 - ☐ If Claiming Veteran's Preference Provide the Following Documents with your application:
 - If claiming 5 points- must Submit DD-214
 - If claiming 10 points compensable- must Submit DD-214, form SF-15 and the Veteran Administration letter.
- ☐ Must Submit One Application for **Each Different Position** Applied.
- ☐ Must call 1-866-861-2010 and schedule to take a supervisory test before closing of Vacancy Announcement.

Management Position Descriptions

Local Census Office Manager	Manage the Local Census Office activities and operations with the support from the Dallas Regional Census Center to ensure execution of all operational functions, resources and personnel.
Assistant Manager for Field Operations	Responsible for accomplishing production and quality goals in field operation under their span of control. Supervises 10-15 supervisors and indirectly supervises 400-600 field employees at peak operation. Coordinates staff training, creates work assignments, monitors progress, and reassigns work as needed.
Assistant Manager for Administration	Manage all personnel, payroll, supply requisitioning, office security and safety, and other administrative activities. Supervises up to 10 clerks and shift supervisor.
Assistant Manager for Recruiting	Manages all recruitment and testing activities to support field and office operations for the Local Census Office. Trains and supervises field recruiting assistants and several office clerks
Assistant Manager for Quality Assurance	Advises the Assistant Manager for Field Operations and Local Census Office Manager on compliance with pre-established quality assurance goals and procedures for all field data collection operations. Acts as principal technical advisor on quality assurance aspects of field data collection operation in the Local Census Office.
Assistant Manager for Technology	Responsible for managing automation functions in the Local Census Office. This job includes troubleshooting duties and evaluating, analyzing, and coordinating automation operations to efficiently support Local Census Office functions.